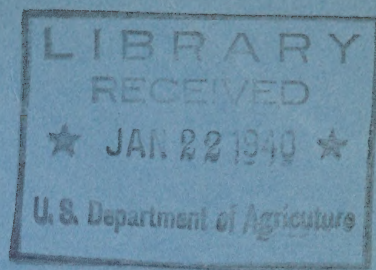


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Information for Members of the Department



UNITED STATES
DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL

EDITION FOR
WASHINGTON EMPLOYEES

WASHINGTON, D. C.
JULY 1939

INFORMATION

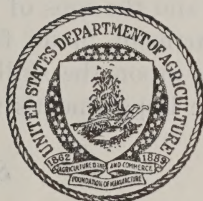
for Members of the Department

UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF PERSONNEL



Edition for Washington Employees

July 1939



United States Government Printing Office

Washington : 1939

To Members of the United States Department of Agriculture:

You and I are working together as employees of the people of the United States. We are responsible for most of the functions of the Federal Government that are related to the farm, the farmer, and the farmer's products. These functions are divided up among the bureaus and offices of the Department. The work of the bureaus and offices is divided further among divisions and sections in Washington and among geographical units in the field. This division of duties continues right down to the individual jobs each of us performs.

No matter what our particular job may be, each of us can take pride in the fact that we are part of a great organization that is striving, in cooperation with State and local governments and the farmers themselves, to meet some of the most difficult problems confronting our country today. Our work affects the lives of every person in the United States and especially the lives of farmers. One clue as to the importance of our work is that the continual migration of our population from rural to urban areas means that the backbone of cities consists of former farmers and the sons of farmers.

The success of the Department in its far-reaching public service activities depends primarily upon the skill and energy that each of us puts into his share of the Department's work.

H. A. WALLACE,
Secretary of Agriculture.

INFORMATION FOR MEMBERS OF THE DEPARTMENT

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INFORMATION FOR MEMBERS OF THE DEPARTMENT

This pamphlet is designed primarily to give brief answers to questions asked most frequently by employees about their relationship to the Department. The first section, Hours of Work, Cafeterias, and Pay, is particularly for new employees. The next section, Rules and Procedures of Employment, covering such subjects as probation, classification, transfer, promotion, leave, retirement, conduct, and compensation for injuries deals primarily with personnel matters. The third section, Employee Activities and Opportunities, covers matters of importance to employees outside of their regular work, including leisure-time activities, educational opportunities, unions, Credit Union, group hospitalization, group health, and group life insurance. The fourth section, Functions of the Department of Agriculture, contains brief summaries of the work of the line bureaus and staff offices and objectives of the Department.

When questions arise, ask your supervisor.—Ask your immediate supervisor to explain any questions that still remain unanswered after you have carefully studied the following pages. If he cannot fully answer your questions, he can refer you to someone who can, or to some other publications, such as the Regulations of the United States Department of Agriculture, the Civil Service Act and Rules, Statutes, Executive Orders, and Regulations, together with amendments and explanatory pamphlets, and various other material issued by administrative offices. If you still need information, consult your bureau personnel officer, and then, if desired, the Department welfare specialist, Office of Personnel.

FOR NEW EMPLOYEES: HOURS OF WORK, CAFETERIAS, PAY

The usual hours of employees are from 9 a. m. to 4:30 p. m., with half an hour for lunch, except on Saturday, when they are 9 a. m. to 1 p. m., with no lunch period, totaling 39 hours a week. Laborers and mechanics work 8 hours a day and 4 hours on Saturday, at times set by their supervisors.

Overtime.—No pay is given for overtime, nor is extra time off (compensatory leave) allowed by law except for work required by a responsible administrative officer on Saturday afternoon, for which another work day may be shortened, not in excess of 4 hours, preferably in the following week. Supervisors are expected to plan their work so as to require as little overtime work as possible.

Building passes for entrance outside working hours.—These may be obtained by employees through their supervisor, if needed for official business, to show to the guard on duty when entering a Department building before 8 a. m. or after 5 p. m.

Lunch period.—Any half-hour period satisfactory to your supervisor.

Eating places.—There are a number of cafeterias, lunchrooms, and lunch counters for employees, located in the South and Administration Buildings and at Arlington Experiment Farm. These are op-

erated by the Department of Agriculture Welfare Association, a nonprofit employee organization. Locations and hours are listed below:

	<i>Hours</i>
Cafeterias:	
Sixth floor, fourth wing, South Building-----	11 to 2.
Sixth floor, sixth wing, South Building-----	11 to 2.
Sixth floor, between third and fourth wings, South Building -----	7: 45 to 8: 45 and 11 to 2.
Lunchrooms:	
Sixth floor, sixth wing, South Building (service dining room)---	11: 30 to 2.
Basement, second wing, South Building-----	11 to 2.
Basement, Independence Avenue, South Building-----	4: 45 to 9.
Arlington Experiment Farm-----	11: 30 to 1.
Lunch counters:	
Pantry Shelf, basement, fifth wing, South Building----	8 to 8: 45 and 10 to 4.
Welfare Store, basement, Administration Building-----	8: 30 to 5.

The Weather Bureau's lunchroom is in the basement at Twenty-fourth and M Streets.

Payment of salary.—When? On the 15th and last day of the month, or as soon after as possible. How? If the minimum annual salary rate of your classification grade is \$2,000 or more, a check is brought to you or you are told where to get it. (See table of salary rates on p. 3.) If the minimum annual salary rate of your grade is less than \$2,000, it is customary (exceptions in some bureaus and on some funds) to pay in cash upon presentation of identification slips which are regularly distributed in advance, unless you work where it is not practical to pay in cash. However, you will be paid regularly by check if you request it. If you are absent on pay day a check is given you soon after return, or it may be sent to you by your pay-roll clerk upon your written request.

MISCELLANEOUS

Changes of home address, telephone number, or name should be promptly reported to your supervisor for recording in the proper offices as a precaution against emergency, and to keep the records straight.

Personal mail should be directed to some address other than the Department of Agriculture.

Telephone calls cost the Government from 3 to 5 cents for each outgoing city call, and so personal calls are prohibited by Department regulations. Public booths located in corridors are to be used for personal calls.

Lights are turned out, windows closed, and fans turned off by the last persons going out at the end of the day.

RULES AND PROCEDURES OF EMPLOYMENT

Probationary period.—New employees, appointed through open competitive examination, must demonstrate fitness and ability during a probationary period of 1 year before absolute appointment can be made. An unsatisfactory employee may be dropped at any time after the first month of service. During the first 6 months of probation there can be no change of status except assignment to other positions of identical classification within the same office or bureau. During the second 6 months satisfactory probationers are eligible for salary increases, transfers, and promotions to positions of higher grade, within the Department. An unsatisfactory probationer may,

during the second 6 months, be demoted, or reassigned to another position at the same salary, within the same office or bureau. A probationary employee dropped for no fault of his own may, upon proper application, be restored to the same Civil Service Commission register from which he had been appointed and will then be eligible for appointment elsewhere. (Some of the provisions are subject to change pending official decision.)

Classification of positions.—Before a position is filled by an appointee, it must be graded or classified on the basis of the difficulty and responsibility of the duties to be performed to assure adherence, insofar as possible, to the principle of equal pay for equal work. Standards for classification of jobs and uniform pay scales are prescribed by congressional and Presidential action in the Classification Act of 1923, as amended, and Executive Order No. 6746. The classification of any Washington position may be appealed by its incumbent or his supervisor to the Civil Service Commission on P. C. B. Form 13 through regular administrative channels.

An employee has the right to see his classification sheet, which, among other things, contains a brief description of his job. These are available in offices of bureau personnel officers and business managers.

Salary increases within the grade.—Each grade has a salary range including several stops above the entrance rate. For example, the minimum rate for grade CAF-2 is \$1,440; succeeding salary rates are \$1,500, \$1,560, \$1,620, \$1,680, \$1,740; and the maximum rate is \$1,800. Subject to budgetary limitations, increases in compensation are allowed upon the basis of efficiency, as explained under Efficiency Ratings.

Annual salary rates of positions subject to the Classification Act of 1923, as amended

Service ¹ and grade				Salary steps within grades					
CU	SP	CAF	P	Begin- ning			Middle		Top
1	---	---	---	\$600	\$660		\$720		\$780
---	1	---	---	1,020	1,080	\$1,140	1,200	\$1,260	1,320
2	---	---	---	1,080	1,140	1,200	1,260	1,320	1,380
3	---	---	---	1,200	1,260	1,320	1,380	1,440	1,500
---	2	1	---	1,260	1,320	1,380	1,440	1,500	1,560
4	---	---	---	1,320	1,380	1,440	1,500	1,560	1,620
---	3	2	---	1,440	1,500	1,560	1,620	1,680	1,740
5	---	---	---	1,500	1,560	1,620	1,680	1,740	1,800
---	4	3	---	1,620	1,680	1,740	1,800	1,860	1,920
6	---	---	---	1,680	1,740	1,800	1,860	1,920	1,980
---	5	4	---	1,800	1,860	1,920	1,980	2,040	2,100
7	---	---	---	1,860	1,920	1,980	2,040	2,100	2,200
8	6	5	1	2,000	2,100	2,200	2,300	2,400	2,500
9	7	6	---	2,300	2,400	2,500	2,600	2,700	2,800
10	8	7	2	2,600	2,700	2,800	2,900	3,000	3,100
---	8	---	---	2,900	3,000	3,100	3,200	3,300	3,400
---	9	---	3	3,200	3,300	3,400	3,500	3,600	3,700
---	10	---	---	3,500	3,600	3,700	3,800	3,900	4,000
---	11	4	---	3,800	4,000	---	4,200	---	4,400
---	12	5	---	4,600	4,800	---	5,000	---	5,200
---	13	6	---	5,600	5,800	---	6,000	---	6,200
---	14	7	---	6,500	---	---	7,000	---	7,500
---	15	8	---	8,000	---	---	8,500	---	9,000
---	16	9	---	---	---	---	---	---	---

In excess of \$9,000 by express legislation

¹ CU=custodial service; SP=subprofessional service; CAF=clerical, administrative, and fiscal service
P=professional and scientific service.

Efficiency ratings.—Employees are rated each year as of May 15, upon quality of performance, productiveness, and qualifications shown on the job. The rating covers performance during the entire preceding year. Ratings are made by the immediate supervisor, reviewed by the next higher official, and then ratings of all employees in the bureau or office are examined by a board of review. Ratings are of course competitive between employees and between groups of employees. The employee is notified of his rating usually during July. If dissatisfied with his rating, he has 15 days after receipt of the notice of the rating to appeal to the bureau or office board of review, and, if he is then dissatisfied with the decision of the board of review, he may appeal pursuant to Memorandum No. 753 (See *Personnel relations, policy, and procedure* on the next page), providing this appeal is made within 20 days after his receipt of the decision from the board of review.

The efficiency rating provides special opportunity for an employee and his supervisor to discuss together all matters affecting his performance and efficiency. The rating is considered in connection with salary changes, promotion in grade, transfer, demotion in grade, removal, and reduction in force.

The significance of ratings in connection with salary changes, as established by law and explained by the Civil Service Commission on the rating forms is stated below:

Report to employee:	Significance
Excellent-----	Promotable within grade if below top salary.
Very good-----	Promotable within grade if below top salary.
Good-----	No salary change if receiving middle salary or above; if below middle, promotable not beyond middle salary.
Fair-----	Reduce one step if above middle salary.
Unsatisfactory___	Dismiss from present position.

“Promotable” here means eligible for salary increase. (See Salary increases within the grade.)

Transfer.—An employee desiring to transfer within a bureau to a different line of work, to a different division, or to the field service should see his bureau personnel officer. If the employee desires to be transferred to another bureau he should file an application with the Division of Qualification and Training of the Office of Personnel (room 432, Administration Building). Such requests are given full consideration when appropriate vacancies arise. Employees who are still serving their probationary periods have restricted eligibility for transfer. (See *Probationary period*, page 2.)

Promotion to positions of higher grade.—Vacancies are ordinarily filled by promotion or transfer from within the Department on the basis of merit if fully qualified persons are available. Notices of vacancies are posted on the bulletin boards so that persons who feel they meet the requirements may apply. However, new procedures are being developed which it is hoped will make it unnecessary for individuals to apply in this fashion.

Employees who have not completed their probationary periods have restricted eligibility for promotion.

Personnel files for transfers and promotions.—The information which employees supply about themselves, especially on the questionnaire Form AD-125, is used continually in efforts to find persons within the Department fully qualified to fill vacancies. Whenever

employees feel that their records of work experience and education or other statements need to be brought up to date, they should submit such information for this purpose through the bureau personnel officers or business managers to the Office of Personnel.

Training.—Your supervisor is responsible for instructing you in what work to do and how to do it in order that your service in your present position may be an effective part of the public service rendered by the Department. Your training is reflected in the work you do.

Library facilities.—A complete list of the Government libraries in Washington may be obtained free from the United States Information Service. The Department Library at 1051 South Building, Extension 626, and its branches are open from 9 a. m. to 4:30 p. m. and on Saturdays from 9 a. m. to 1 p. m. The locations and telephone numbers of the following branches may be found under their bureau and office headings in the back of the Department's Telephone Directory or by calling the main library:

Bureau of Agricultural Economics,	Office of Experiment Stations.
Division of Cotton Marketing.	Fertilizer Research Division.
Bureau of Agricultural Chemistry and	Forest Service.
Engineering.	Bureau of Home Economics.
Bureau of Animal Industry.	Bureau of Plant Industry.
Bureau of Dairy Industry.	Rural Electrification Administration.
Bureau of Entomology and Plant	Soil Conservation Service.
Quarantine, Division of Bee Culture.	Solicitor's Office.
Commodity Exchange Administration.	Weather Bureau.

Personnel relations, policy, and procedure.—Every employee is entitled to a copy of Secretary's Memorandum No. 753 of May 4, 1938, on Personnel Relations, Policy, and Procedure, and should familiarize himself with the contents. Any complaint or grievance involving working conditions, promotion, transfer, and similar matters should be presented, either in oral or written form, through established supervisory channels (heads of units, sections, and divisions) up to the Chief of the bureau. Should the employee fail to receive prompt and satisfactory adjustment through this procedure, he may request consideration of his case by a board of three members. This board will consist of one representative to be selected by the employee, one member to be selected by the Chief of the bureau, and these two members are to select a third impartial member. The board makes findings of fact and recommendations to the Chief of the bureau. Appeal from the decision of the Chief of the bureau may be taken to the Director of Personnel, where a similar procedure is followed. Final appeal may be made to the Secretary of Agriculture.

LEAVE

Complete leave regulations are found in the Department Regulations.

Vacations or annual leave.—Vacations or annual leave may be taken on full pay at the convenience of the employee, so long as that convenience does not conflict with the interests of his employment. Annual leave should be approved in advance by the proper official. Temporary employees are granted 2½ days' leave for each full month of service; Sundays and holidays occurring within the period of annual

leave are charged as annual leave. Employees, other than temporary, entering the service by original appointment or by reinstatement are entitled to annual leave with pay accruing at the rate of $2\frac{1}{6}$ days for each month of service rendered until the completion of 1 year's service. Permanent employees who have been employed continuously for 1 year or more in the Federal service, and who do not contemplate leaving the service during the current calendar year are entitled to 26 days annual leave with pay which may be granted at any time during such calendar year. In addition to current annual leave, permanent employees may be granted accumulated leave not to exceed 60 days. Sundays and holidays occurring within the period of annual leave for permanent employees are not counted.

Absences from work when the employee is not sick are counted as annual leave. Employees should make arrangements with their supervisors if they expect to be absent and should fill out Form AD-17, Application for Leave—Washington. If for any reason an employee is unable to report for work, he should telephone his supervisor as soon as possible and should fill out the Application for Leave form immediately upon return to duty.

Absence without permission.—Permission in advance is required for absences whenever possible. Absence without permission may result in disciplinary action. If such absence exceeds 15 days, the employee will be considered as having abandoned his position.

Credit for annual leave in event of transfer.—An employee, other than temporary, transferred or reappointed without break in service from permanent, emergency, or indefinite positions to other permanent, emergency, or indefinite positions is credited with any leave due him at the time of the change.

Leave in event of separation from service.—An employee separated from service without prejudice is entitled to all accumulated and accrued annual leave due him.

Leave without pay.—Leave without pay may be granted, under certain conditions, after all annual leave has been exhausted.

Military leave.—Employees, other than temporary, who are members of the National Guard, Naval Reserve, Marine Corps Reserve, or Officers' Reserve Corps are entitled to leave without loss of time or pay when participating in training or other duties ordered or authorized by law.

Sick leave.—Sick leave with pay is granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or when some member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.

Employees are entitled to $1\frac{1}{4}$ days' sick leave each month; and if such leave is not used, it accumulates up to 90 days. In case of illness an employee should notify his supervisor as soon as possible and should fill out the Application for Leave Form AD-17, as soon as he returns to duty.

Application for sick leave of more than 3 days must be supported by a certificate of a registered practicing physician or other practitioner. Sundays, holidays, and other nonwork days within a period

of sick leave are charged along with regular work days. For periods of 3 days or less, a total of which shall not exceed 12 days in any one calendar year, the applicant's signed statement on Form AD-17 may be accepted.

In cases of serious disability or ailments and when the exigencies of the situation so require, sick leave may be advanced, under certain conditions, not in excess of 30 days, in addition to the unused sick leave that has accumulated to the credit of the employee. Temporary employees are not entitled to an advance of sick leave.

Credit for sick leave in event of transfer.—An employee, other than temporary, transferred or reappointed without break in service from permanent, emergency, or indefinite positions to other permanent, emergency, or indefinite positions is credited with any sick leave due him at the time of the change.

Leave for overtime.—None is allowed except for required overtime on Saturdays. (See *Overtime*, page 1.)

Reduction in force.—When lack of funds or of work requires a reduction in the number of employees, furloughs and separations in each class of position affected are made in the following order: Temporary, probational, and then permanent employees. Account is taken of efficiency, length of service, and military preference.

Furloughed employees are considered for vacancies.—An employee on furlough (nonpay status) is considered for each position in the bureau in which he is employed before anyone who has not yet entered the Federal service.

Reemployment lists.—Persons with permanent civil-service status, who are or may be soon out of the Federal service through no fault of their own, may apply to have their names placed on reemployment lists at the United States Civil Service Commission and in the Department Office of Personnel. Applications may be secured from bureau personnel officers and business managers, from the Division of Qualification and Training of the Office of Personnel (room 432, Administration Building), or from the Commission. Persons on reemployment lists are considered for positions for which they are qualified. (See also *Reinstatement*, following.)

Reinstatement.—Persons with civil-service status, who have resigned in good standing or are out of the Federal service through no fault of their own, are eligible for reinstatement in the Federal service within certain time limits. This eligibility lasts as long, year for year, as the person's service, but is indefinite if the person has had 5 years or more of service, or has military preference. Unless a person eligible for reinstatement is on a reemployment list (preceding paragraph), he must find a vacant position himself, whereupon the Commission may certify him. A noncompetitive examination may be required.

Resignations.—Employees have the right to tender resignation (use Departmental Form No. 1004), but should give fair notice of their intention. Remuneration for all unused annual leave is allowed following the last day of actual duty, but if the resignation is accepted with prejudice, leave may be given or withheld at the discretion of the Secretary. No employee can be forced to resign, but he can be furloughed, separated, or removed. (See *Reduction in*

force and Removals for cause.) Resignation tendered by an employee because of misconduct may be accepted "with prejudice," at the discretion of the Secretary, or the employee may be removed. An employee, after resignation is accepted, may apply for a refund of retirement deductions, using Form No. 3005. (See *Retirement.*)

Retirement.—If you are a civil-service employee or occupy a civil-service position, $3\frac{1}{2}$ percent of your salary is retained each pay day to be applied toward retirement, after at least 15 years of service, at the age of 62, 65, or 70, depending on the kind of work performed. There is optional retirement after 30 years' service at 60, 63, or 68. After 5 years' service, an employee may be retired on annuity for total disability.

An employee who leaves the Federal service before retirement may withdraw the amount standing in his account, plus 4 percent interest compounded annually. If separation is voluntary or for cause, \$1 tontine is deducted for each month since entering the service, but not prior to July 1930. If he dies before retirement, the total amount of his deductions, plus interest, will be paid to his estate or to any beneficiary whom he designates. All employees should file Form 2806-1, Designation of Beneficiary.

Credit may be obtained for Federal service that was not subject to deductions by depositing $3\frac{1}{2}$ percent of the basic salary plus 4 percent interest for that period of service. Retirement deductions previously refunded must be redeposited before any benefits may be obtained.

An employee over 45 who is separated involuntarily after 15 years' service, unless on charges of misconduct or delinquency, may apply for a deferred annuity, or, if 55, may apply for an immediate annuity.

Among retirement act amendments effective January 1, 1940, two stand out. One allows a retiring employee to elect to receive in lieu of the usual annuity a reduced annuity payable to him during his life, and an annuity after his death payable to his beneficiary. The other allows any employee covered by the act to qualify for an extra annuity by depositing up to 10 percent of the pay he has received for services rendered since August 1, 1920.

Removals for cause.—Employees may be removed from the service for such cause as will promote the efficiency of the service. Removals of employees having a civil-service status may be made only by the Secretary after charges have been preferred against the employee concerned and he has been given an opportunity to submit his answer thereto, in accordance with rule XII, section 1, of the Civil Service Rules. It is the policy of the Department to follow this procedure with respect to other employees.

Personal conduct.—The Department Regulations provide that employees shall not at any time conduct themselves in a manner which might cause embarrassment to or criticism of the Department or interfere with the efficient performance of their duties. For example, employees of the Department whose duties require the enforcement of laws or regulations or who are in a position to award or influence the award of business or to grant or influence the granting of favors should not accept from any person, firm, or corporation with which

he has official relations any favor, gift, loan, unusual discount, gratuitous service, or other thing of value; nor should any employee of the Department give or use information acquired by means of his official position to advance the interests of himself, his family, his business associates, or his personal friends over those of other persons. (Par. 1541, Department Regulations.)

Outside work.—Employees contemplating any outside work in their own behalf or for any other person or organization should be sure that this work will in no way impair their efficiency or embarrass the Department or in any other way conflict with paragraph 1548 of the Department Regulations on outside work. In case of doubt, consult your supervisor.

Gifts to superiors prohibited.—By law, no employee or group of employees may present a gift to any official superior. (See par. 1543, Department Regulations.)

Political activities restricted.—All officers and employees of the Department, while retaining the right to vote as they please and to express privately their opinions on all political subjects, are prohibited from taking active part in political management or in political campaigns and must observe all laws of Congress and rules and regulations of the Civil Service Commission on this subject. (Further restrictions and exceptions are covered in detail in the Department Regulations, par. 1542.)

When you travel for the Department.—There are certain standardized regulations to be observed by employees who travel for the Department either from Washington, D. C., or from field headquarters. Information and the proper forms may be secured from your bureau accounting office, including a copy of Standardized Government Travel Regulations, amended to December 10, 1935.

Compensation for injuries.—If an employee sustains an injury while in the performance of his duty, he, or his dependents in case of death, is entitled to—

1. Medical, surgical, and hospital service and supplies, and transportation if necessary to secure them.

2. Money benefits while disabled for work, beginning on the fourth day of disability, or if leave with pay is taken, then on the fourth day after pay stops, and continuing throughout the entire period of disability. If totally disabled, benefits are at the rate of two-thirds of the monthly pay, but not more than \$116.66 nor less than \$58.33 per month, except when the monthly pay is less than \$58.33, in which case the monthly compensation is the full amount of the monthly pay. If partially disabled, benefits are at the rate of two-thirds of the loss of wage-earning capacity caused by the injury.

3. Burial expenses not exceeding \$200, and transportation of body of resident of United States dying away from home station.

4. Money benefits to dependents in case of death.

The United States Employees' Compensation Commission, Washington, D. C., will supply a pamphlet entitled, "Right to Compensation," and give more detailed information on request.

What to do when injured or suddenly sick.—

1. Secure first aid. Do not neglect small injuries. To take care of injuries and emergency illnesses, the Department has a number of

emergency or first-aid rooms, with nurses in attendance during working hours. These rooms are located as follows:

Emergency rooms

Building	Room	Tele- phone (branch)	Building	Room	Tele- phone (branch)
South.....	1038	5530	City Club.....	401	5066
Old post office.....	218	2087	Temporary No. 2.....	301	DI 2310
Standard Oil.....	521	5347	Investment.....	1109	680
310 Sixth St. NW.....	301	4995	Atlantic.....	419	88
Barr.....	419	5033			

2. Treatment by the medical officer or dispensary of your establishment or, if there is none, by the physician or hospital provided by the United States Employees' Compensation Commission to treat injuries, will cost you nothing. Your official superior has a list of such physicians and hospitals and will give you an order for treatment.

3. Report the injury to your immediate official superior without delay. This is important to protect you in case of dispute. If possible, secure the names and addresses of those witnessing the injury. Do not neglect to report small injuries.

4. Claim should be made promptly in order to obtain compensation. The blank form for this purpose may be obtained from your official superior, or, if you are in travel status, from the nearest Federal field office.

EMPLOYEE ACTIVITIES AND OPPORTUNITIES

Leisure-time activities.—There is a considerable variety of organized employee activity in the Department. Employees interested in golf, horseback riding, bowling, tennis, basketball, softball, archery, hiking, duplicate bridge, photography, spelling, orchestral playing, symphonic choir singing, choral singing, dramatics, arts, and crafts should so indicate in writing, addressed to the employee publication, Agriculture Exchange, Department of Agriculture, room 4103, South Building, or should call the welfare specialist, extension 6217. The heads of the activities concerned will be notified of your interest.

A Directory of Educational and Recreational Opportunities in the District of Columbia may be obtained without charge from the Washington Post.

A monthly bulletin listing scheduled events under the following headings: Lectures and meetings, Courses of study (formal courses at the universities and colleges are not included), Exhibits, Music, Drama, and Libraries, is obtainable free at the Public Library, Eighth and K Streets NW., or will be mailed to anyone by the Library for 15 cents a year.

A list of churches may be found in the Washington Telephone Directory.

Educational opportunities.—The Department of Agriculture Graduate School gives courses after working hours, many of which

are accepted for graduate and undergraduate academic credit by universities and colleges. Moderate fees are charged for these courses. Details about the courses, fees, and credits can be obtained by calling the Graduate School, branch 317, or by visiting its office, room 1031, South Building.

There are several universities and colleges in Washington that have classes in the evening. Several high schools give evening-school courses for which no tuition is charged. A list of all types of educational institutions may be found under Schools in the Washington Telephone Directory, or in the Directory of Educational and Recreational Opportunities in the District of Columbia, obtainable free from the Washington Post.

In each bureau, there are one or more educational counselors who will assist employees in planning educational courses. For more detailed information, you may telephone the Department's Training Office, branch 5725, or visit the office, sixth floor, Administration Building.

Employee unions.—Three national employee organizations have units consisting of employees of the Department. In Washington, the National Federation of Federal Employees (N. F. F. E.) has a branch; the American Federation of Government Employees (A. F. G. E.), affiliated with the American Federation of Labor, has four lodges; and the United Federal Workers of America (U. F. W. A.), affiliated with the C. I. O., has two locals. Representatives of the three unions make up the Inter-Union Council. The Secretary has stated, in Memorandum No. 753:

Every employee has the right to join or to refrain from joining any organization or association of employees, and no employee of this Department and no one seeking employment shall be required as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

Credit Union for savings and loans.—Employees may place up to \$50 a month of their savings in the Agricultural Employees Credit Union, which pays approximately 4 percent interest. Members are eligible for short-term loans. For further information, visit or call the office, room 2846 South Building, extension 5579. The hours are 8:15 to 10:15 a. m. and 1 to 3 p. m., and on Saturdays 11 a. m. to 12:30 p. m. On pay day and the day following, they are 8:15 a. m. to 1:15 p. m. The Rural Electrification Administration Credit Union is located at room 438, Investment Building, extension 710.

Group hospitalization.—Group Hospitalization, Inc., is a non-profit organization that pays for hospital services rendered during a limited period to members that have been hospitalized on the authority of a physician. Members pay a small monthly fee, the amount of which varies with the number of dependents. Medical care is not provided. Full information concerning this method of insuring oneself against hospital bills may be obtained from Mrs. Helen A. Winfree.

Group Health Association.—Department employees are eligible for membership in Group Health Association, which is one of a growing number of cooperative organizations in the United States that provide their members and their dependents with both medical and

hospital care in exchange for regular monthly dues. This enables members to budget medical and hospital expense so as to avoid large unexpected bills. The dues support a full-time staff of physicians, nurses, and technicians, and a clinic at 1328 I Street, N.W., equipped with modern devices such as X-ray, basal metabolism apparatus, electrocardiograph, etc., for periodic physical checkups and diagnosis of illness. Persons interested should communicate with the welfare specialist, room 416, Administration Building, extension 6217, or with the Group Health Association offices at 1422 K Street, telephone RE 1575.

Group life insurance.—Group life insurance in amounts up to \$3,000, varying with age of applicants, is available to employees of the Department, through membership in the United States Department of Agriculture Beneficial and Relief Association, a mutual non-profit association of employees. Physical examinations usually are not required. Claims are paid promptly. Further information can be obtained from the secretary-treasurer, room 2945, South Building, telephone extension 4441.

FUNCTIONS OF THE DEPARTMENT OF AGRICULTURE

BUREAUS

The United States Department of Agriculture, which dates back to 1862, employs about one-tenth of all the nonmilitary personnel of the Federal Government. The great majority of the Department's employees work in the bureaus, the functions of which are as follows:

Agricultural Adjustment Administration.—To administer the national conservation and adjustment program, providing an ever-normal granary through commodity loans and marketing quotas; to make price adjustment payments when authorized.

Bureau of Agricultural Chemistry and Engineering.—To conduct chemical, technological, and engineering research for the advancement of agriculture, including the administration of the four regional research laboratories established to search for new and wider industrial outlets for agricultural products; and to make Department-wide construction plans.

Bureau of Agricultural Economics.—To conduct research on the economics of production, distribution, land utilization, and conservation in their broadest aspects; and in cooperation with interested bureaus and with State and local agencies to formulate coordinated, Department-wide plans and programs of action in these fields.

Agricultural Marketing Service.—To perform marketing research, crop and livestock estimating, market news, and service and regulatory activities in connection with warehousing, cotton, dairy and poultry products, fruits, vegetables, grain, livestock, meats, wool, hay, feed, seed, tobacco, and other farm products.

Bureau of Animal Industry.—To protect and develop the livestock and meat industries; to inspect interstate and imported meats; to investigate the feeding, breeding, and diseases of domestic animals; to administer statutes and techniques for disease control and eradication.

Commodity Credit Corporation.—To make loans to producers to finance the carrying and orderly marketing of agricultural commodities.

Commodity Exchange Administration.—To enforce the Commodity Exchange Act, which provides for the supervision of futures trading in wheat, cotton, corn, oats, rye, barley, flaxseed, grain sorghums, rice, millfeeds, butter, eggs, potatoes, and wool tops; to prohibit manipulation and insure fair practice.

Bureau of Dairy Industry.—To conduct research in the breeding, feeding, and management of dairy cattle; in the economical and sanitary production of milk; and in the manufacture and use of dairy products and byproducts. To assist in establishing better farm and factory practices.

Bureau of Entomology and Plant Quarantine.—To conduct investigations on insects and develop methods for their control or utilization; apply, in cooperation with others, methods of suppressing noxious insects and plant pests; enforce statutes relating to plant quarantines and to certify sanitary condition of plant products exported.

Farm Security Administration.—To enable tenants to become farm owners through long-term loans; to conduct a rural-rehabilitation program of conditional loans to needy farmers, equitable farm-debt adjustment and guidance in farming methods; to complete and administer homestead projects; to provide emergency rural relief.

Federal Crop Insurance Corporation.—To administer the program of insuring wheat crops against all natural hazards; to receive applications, collect premiums, issue policies, purchase wheat, store wheat reserves, analyze claims, and adjust losses.

Federal Surplus Commodities Corporation.—To conduct the purchasing, processing, storing, transportation, export, sale, and disposal of agricultural commodities in connection with surplus-removal programs, and in cooperation with State agencies to provide for the distribution of surplus commodities to the needy and underfed.

Food and Drug Administration.—To conduct research, regulatory, and inspection services under acts designed to protect the consumer against misbranded, adulterated, deceptively packaged, or otherwise illegal foods, drugs, devices, cosmetics, naval stores, insecticides, etc.

Forest Service.—To perform research, regulatory, and management functions for the full use of forest land; to promote wise use of forest resources; to administer the national forests; to cooperate with States in fire protection, planting stock distribution, and other forest matters.

Bureau of Home Economics.—For the benefit of homemakers and consumers generally, to conduct scientific research, and make the results available, on foods and nutrition, economic problems, textiles and clothing, housing and equipment, and household management generally.

Division of Marketing and Marketing Agreements.—For the purpose of stabilizing and improving marketing conditions, to regulate the flow of produced supplies through marketing agreements and orders, and to make economic findings in connection with the removal

of price-depressing surpluses of agricultural commodities through diversion to export, byproducts, new uses, and relief.

Bureau of Plant Industry.—To develop efficient and stabilized plant production, eliminating the hazards of disease, cold, heat, drought, and lack of adaptation, through basic research in plant genetics and breeding, ecology, pathology, plant introduction, culture, soil chemistry, soil fertility, soil microbiology and soil survey, irrigation cropping, etc.

Rural Electrification Administration.—To facilitate the introduction of electric service to persons in rural areas not now served and to encourage its use to an extent sufficient to affect rural life materially.

Soil Conservation Service.—By research, demonstration, and cooperation with soil conservation districts, to encourage good land use through the adoption of conservation farming practices, the purchase and development of submarginal land for constructive use, the development of farm woodlands and water facilities, and the treatment of land for flood control.

Sugar Division.—Under conditions specified in the Sugar Act of 1937, to establish and administer sugar-marketing quotas and allotments, make payments to sugar-cane and sugar-beet growers, equitably adjust grower-processor and grower-laborer relations, eliminate child labor, and conduct facilitating research.

Weather Bureau.—To serve agriculture, aviation, commerce, navigation, transportation, and the general public through issuing weather forecasts, and storm, cold-wave, frost, fire-weather, and flood warnings; to collect and disseminate meteorological, hydrological, and climatological data; and to conduct research in pure and applied meteorology.

OFFICES

In addition the Department has several central staff offices engaged in activities which cut across the line operating bureaus. These staff offices and their functions are as follows:

Office of Budget and Finance.—Through its own staff and through coordination of bureau financial administration, to plan, direct, and coordinate the budget, financial, accounting, procurement, and fiscal control activities of the Department.

Office of Personnel.—Through its own staff and through coordination of bureau personnel administration, to plan, direct, and facilitate personnel selection, appointment, placement, training, transfer, classification, compensation, organization, safety, health, welfare, employee relations, discipline, investigations, and related personnel functions of the Department.

Office of Information.—To plan, coordinate, and direct the informational activities of the Department; through publications, press, and radio to make public all information arising from the action, research, regulatory, and service programs.

Marketing and Regulatory Work.—To coordinate the work of the Federal Surplus Commodities Corporation, the Commodity Exchange Administration, the Marketing and Marketing Agreements Division of the Agricultural Adjustment Administration, the Sugar Division, and the Agricultural Marketing Service.

Extension Service.—Through grants-in-aid and other means, to make available, in cooperation with the State agricultural colleges, the results of Department research and service for practical farm application; to coordinate extension activities of the Department and the State agricultural colleges.

Office of the Solicitor.—To perform all the legal work of the Department.

Office of Land Use Coordination.—To coordinate, within the Department and interdepartmentally, the basic land- and water-use policies, programs, and operations of the Department; to provide a professional staff for the Agricultural Program Board, which reviews action programs for soundness and administrative ability.

Office of C. C. C. Activities.—To coordinate all bureau C. C. C. activities and integrate them with other Department programs; to administer C. C. C. functions and services relating to finance, budget, equipment, personnel, and camp location.

Office of Experiment Stations.—To administer grants to States and Territories for agricultural research; coordinate Department research internally and in relation to research of State and Territorial experiment stations; supervise the Federal experiment station in Puerto Rico; and administer the special research fund of the Department.

Office of Plant and Operation.—To manage District and field (including Beltsville) plant facilities and real-estate operations; to supply communications, motor transport, and technical standards services for the Department and administrative services for the Office of the Secretary.

Office of Foreign Agricultural Relations.—To conduct research, analyze, and disseminate information on foreign competition and demand; to plan, direct, and coordinate the foreign-trade relations of the Department with other Government agencies, foreign governments, and private agencies.

Library.—To acquire books, periodicals, and documents in the field of agriculture, the related sciences, technology, and economics, which are needed in the Department's work; and to maintain, in conjunction with its branches in the bureaus, circulation, reference, and bibliographical services.

UNIFYING OBJECTIVES OF THE DEPARTMENT

These bureaus and offices listed here are closely related in their activities. Their work is geared together in a joint attack against common problems. Here is a list of some of the unifying objectives of the Department:

1. Farm income balanced with nonfarm income.
2. Proper use and conservation of land, water and human resources.
3. Stability of rural communities and regions.
4. Improved rural living.
5. Adequate and efficient agricultural production.
6. Efficient and fair distribution of agricultural products.
7. Adequate consumption of uncontaminated agricultural products.
8. New uses and wider markets for agricultural products.
9. Security of farm tenure.
10. Increased operator ownership of farms.
11. Increased rural leadership, cooperation and democracy.

It is well for each member of the United States Department of Agriculture to know how his work fits in with all the rest in contributing toward these common goals.

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MY JOB

Do you have a clear idea of the duties and responsibilities of your position? If not, ask your supervisor for a copy of your job description. If that is not entirely clear to you, or is somewhat out of date, discuss your work with your supervisor until you know just what is expected of you. This space may be used to write down a summary of your duties and responsibilities.

MY DIVISION

Do you know the objectives, policies, functions, and operating methods of your division? If not, ask your supervisor for explanations and for reference materials. To which objectives does your own work contribute? Notes and a list of reference material may be written in the space below.

MY BUREAU

Are you familiar with the work of your bureau? Do you know the part your division plays in your bureau? Do you know how your bureau fits in with the rest of the Department? Your supervisor can help you learn about the work of your bureau. References and other notes may be written here.

